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DD/S 62-5342

Approved For Release 2003/04/29 : CIA-RDP84-00780R000200120036-0

16 NOV 1962

MEMORANDUM FOR: Chief, Automatic Data Processing Staff

SUBJECT : Manpower Survey

1. Attached hereto are extracts of the subject report for your information and action.
2. Please let me have your views concerning the action which you believe should be undertaken.

for **L.SIGNED W. Gates Lloyd**
Deputy Director
(Support)

Attachments:

Extractions from Manpower Survey

SPA-DD/S:JHP:fmf (9 Nov 62)

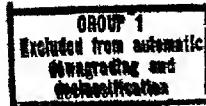
Distribution:

Orig & 1 w/atts as stated. - ADSE

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Extractions from Manpower Survey

Task Force Report, Paragraph 6 b (2), Page 17:

**THE AUTOMATIC DATA PROCESSING
STAFF**

The Task Force invites attention to the fact that in various offices of the Agency programs for the use of machines are being developed. The Automatic Data Processing Staff plays an important role in this program, although other components are equally involved in it. As new automatic data processing systems are adopted increasing numbers of personnel will be required to prepare the material for machine processing. Every effort must be made to ensure efficient transition to these new systems. It is obviously the course of wisdom for these various efforts to be coordinated so that one program can profit from the experience of the others and that the Agency will have a unified effort with regard to the procurement and use of machines of all sorts. The Task Force is not in a position to make specific recommendations to this end but urges that the DD/S analyze the situation and make recommendations to the Director.

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